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How to Book a Course

From the home page, search for a course using

Find Courses

or




Then, type the course title/search word in the search box and click on 'Search'

Search by

 ×

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...26 (Next)

Click on the Course Name

Course Name	Course Summary	Course Icon	Course Type
LGSS Induction (March 2017 Update)	<p>This is an introduction to LGSS for new employees as well as pre-learning prior to your attendance at the LGSS Induction Welcome Event.</p> <p>Successful completion of this module will ensure you are:</p> <ul style="list-style-type: none">• Welcomed into the organisation• Clear who we are and who our customers are• Aware of some HR processes• Aware of LGSS Vision, Values and Competencies• Aware of benefits available to employees		Online

(If you have not logged into your account you will be asked to at this point)

Before you can book a course you will have to click on 'Continue' at the bottom of the page to access the course page

Continue

Scroll down to 'Course Booking'

Course Booking

Before you book a place on this course, ensure that you have read and understood the LGSS Learning and Development Course booking Terms and Conditions. (LGSS T's & C's) You will need to attend all sessions of this course to be marked as completed.
[£75] Advertised Price where not included in a Service Level Agreement and cost for cancellation/non attendance.

 LGSS Induction □

Date	Time	Location	Seats available	Status	Options
31 May 2017	10:30 AM - 2:30 PM	Northamptonshire - West Wing - Angel Building (Room details)	19	Booking open	Sign-up
31 July 2017	10:30 AM - 2:30 PM	Northamptonshire - West Wing - Angel Building (Room details)	23	Booking open	Sign-up

[View all events](#)
[Declare interest](#)

Click on 'Sign-up' to book a date

[Sign-up](#)

On the next page you will need to fill in a few details for your booking to be processed

LGSS Introduction & Welcome Event

Sign-up for LGSS Introduction & Welcome Event

Event date/time

31 July 2017, 10:30 AM - 2:30 PM

Duration

4 hours

Location

Northamptonshire - West Wing - Angel Building

[\(Room details\)](#)

Seats available

17

Price

£75.00

Once you have read the 'Terms and conditions' then click on the checkbox

There are required fields in this form marked *.

Self authorisation*

By checking this box, I confirm that I have read and agreed to the [Terms and conditions](#) (opens a new window).



Managers Name*

Fill out the details about your line manager

Managers Email Address*

Please enter a valid Cost Centre Code or Purchase Order Number (This is to process your booking)*

You will need to enter a valid Cost Centre Code or Purchase Order Number

Contact us if you need to discuss any individual requirements e.g. wheelchair access.

Contact us if you need to discuss any requirements e.g. visual impairment, wheelchair access

FOR OFFICE USE ONLY - Invoice Required

FOR OFFICE USE ONLY - Invoiced

Receive confirmation by*



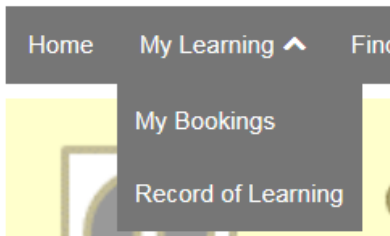
Click on Agree and Submit to confirm your booking



This message appears to confirm your booking has been made



Should you need to check any courses you have booked onto then click on 'My Bookings' this will show you all the courses you have booked



[Back to the top](#)

How to Cancel a Booked Course

Find the course you want to cancel your booking

Where you had the option to 'Sign-up' that has now changed to 'Cancel booking'

Options

[More info](#)
[Cancel booking](#)

Click on 'Cancel booking'

There are required fields in this form marked *.

▼ Cancel booking

Are you sure you want to cancel your booking to this event?

Reason for Cancellation*

This field is required

Choose...

Other

Yes

No

Choose one of the options from the dropdown menu.

If the reason is not on the list then choose 'Other' then fill in the details in the 'Other' field.

Once you have done this then click on 'Yes'

Your booking has been cancelled.

You should immediately receive a cancellation email.

This message will appear to confirm your cancellation.

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